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Date: \_\_\_\_\_ JAN 5 1973

By: 013

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JUN 25 1956

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Request for priority service on Office of Central Reference requests for improved maintenance and repairs [REDACTED]

REFERENCES: (a) Memo to DD/S fr DD/I dated 1 June 56  
(b) Report of the Inspector General's Survey of the Office of Central Reference

1. With respect to the Inspector General's recommendation as quoted in your memorandum of 1 June 1956, in connection with referenced report, I have requested the Office of Logistics to consider the [REDACTED] building as a priority area relative to structural maintenance and repairs.

2. The Office of Logistics has endeavored to give priority service to maintenance and repair requests for Office of Central Reference, bearing in mind the unusual conditions prevailing in that area. These requests, written or oral, whether reimbursable or non-reimbursable, have been and will continue to be telephoned without delay to the Public Buildings Service. Confirming work orders are subsequently prepared for reimbursable work and hand carried to the Public Buildings Service Group forces, thereby eliminating lengthy and time consuming processing procedures. Experience indicates that the Public Buildings Service has given priority to the Agency's maintenance requirements consistent with the availability of mechanics, materials, and appropriated funds. In this connection, certain maintenance and repair work has been accomplished on an overtime basis, particularly during week-ends, in the interest of getting work done quickly thus minimizing annoyance to personnel and disruption of the daily work routine.

3. You may be assured that the Office of Logistics will continue to give priority treatment to requests received from Office of Central Reference and to concentrate its efforts to have Public Buildings Service accomplish all work as quickly as possible.

Signed

L. E. WHITE

Deputy Director  
(Support)

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OL/HQ/S/ [REDACTED] mag:11/2245 (19 June 56)

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